

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

6th February 2014

To: Members of the Penkridge Parish Council

Dear Sir/Madam

I write to invite you to attend a meeting of the Penkridge Parish Council to be held on **Thursday 13th February 2014 at 7.30 pm** in Room 1 of the Haling Dene Centre. Please note that prayers will be led by the Rev Sheila Finn at 7.25 pm prior to the commencement of the meeting.

Yours faithfully

Lynne Hames
Parish Administrator

AGENDA

1. APOLOGIES
2. PERSONALIA AND EVENTS
3. DECLARATIONS OF INTEREST
4. DISCLOSABLE PECUNIARY INTEREST (DPI)
To receive and consider any DPI requests.
5. PUBLIC PARTICIPATION
6. POLICE MATTERS
To receive a police report if available.
7. MINUTES
To approve the minutes of the meeting of the 9th January 2014.
8. COMMITTEE MINUTES
To note the minutes of the:-
 - [a] Planning meetings of the 9th and 23rd of January 2014.
 - [b] Recreation and Amenities meeting of the 23rd January 2014.
9. WORKING GROUP MINUTES
 - [a] To receive the minutes of the Transport meeting of the 14th November 2013 and the 9th January 2014, now renamed the Parish Highways Liaison group. (emailed 14/1/14)
 - [b] To receive the minutes of the 'Le'ts Celebrate Penkridge' meeting of the 21st January 2014.

10. OUTSIDE GROUPS WITH PC REPRESENTATION
To receive the minutes of the:-
 - [a] PNN meeting of the 2nd December 2013.
 - [b] Twinning Association meeting of the 7th January 2014.
11. ACCOUNTS
 - [a] To approve the accounts for payment for the month of January 2014
 - [b] To approve the expenditure summary printout for January 2014.
12. STAFFING AND STAFF HOUSE
 - [a] To receive a verbal update from the Chairman on the appointment for the two Caretaker/Handymen posts and the two Village Orderly posts.
 - [b] To consider if the staff house should be retained or sold.
13. PARISH NEWS
To consider alternatives incorporating website development for the above.
14. WEBSITE UPDATE
To receive recommendations from the Website group on the redesign of the website.
15. WEDDING FAYRE
To discuss if the above event should proceed further to the withdrawal of the Wedding Fayre Organiser and if so on what basis.
16. STAFFORDSHIRE COUNTY COUNCIL
To receive a letter dated 10th January 2014 from Shona Frost, Spatial Information Manager informing that a definitive map and statement for South Staffordshire will be available to view from 31st January 2014.
17. SOUTH STAFFORDSHIRE COUNCIL
To receive an email dated 20th January 2014 from Grant Mitchell, Strategic Development Manager requesting comments of the draft Housing and Homelessness Strategy for South Staffordshire by 21st February 2014, (emailed 30/1/14).
18. WORLD WAR I COMMEMORATION
To receive a letter dated 30th January 2014 from the Royal British Legion inviting councillors to take part in the parade and re-dedication of the War Memorial.
19. BURIAL GROUND
To receive and consider quotation to have additional trees along pathways and new flower beds in the scattering section.
20. GRANTS AND DONATIONS
To receive and consider grant applications from:-
 - [a] Penkrige Parochial Church requesting a grant of £1,600 towards the maintenance of the churchyard.
 - [b] Penkrige Civic Society requesting a grant of £2,000 towards the maintenance of the heritage centre.
 - [c] Churches Together in Penkrige and District requesting a grant of £50 towards room hire for the annual 'Picnic and Praise' event.

20. GRANTS AND DONATIONS [Cont'd]
- [d] Penkrige Youth Forum requesting a grant of £187 for room hire.
 - [e] PNN group requesting a grant of £232 towards room hire.
 - [f] Monckton Recreation Centre requesting a grant of £2,500 towards maintenance costs.
 - [g] Penkrige Peace Memorial Hall requesting a grant of £800 towards maintenance costs.
 - [h] The Samaritans requesting a grant of £200 towards running costs.
 - [i] Penkrige Organ Restoration Appeal Committee requesting a grant of £1,000.
21. SUBSCRIPTIONS
To consider renewing the subscription for the Staffordshire Playing Fields Association at a cost of £15.
22. PENCRIC
To receive an update on the progress of the development.
23. DATE AND TIME OF NEXT MEETING
Thursday 13th March 2014 at 7.30 pm.
24. Local Government Act 1972 - Exclusion of Press and Public - to resolve that the Press and Public be excluded from the meeting during consideration of the following items of business on the grounds that they are likely to involve the disclosure of exempt information as defined in the appropriate paragraph(s) Section 1[2] Public Bodies/Admission to meetings Act 1960.

Private Session

25. CONFIDENTIAL MINUTES
To consider any matters arising.

Penkridge Parish Council

Minutes of the Penkridge Parish Council Meeting held
on 13th February 2014 at 7.30 pm at the Haling Dene Centre

PRESENT

Councillor	Mrs Sandra Chambers [Chairman]
"	Bevan Craddock
"	John L Eastwood
"	Mrs Isabel G A Ford
"	Gordon Hawkins
"	Mrs Petula M C Hughes
"	Peter M Jones
"	Victor Kelly
"	John McPheat
"	Anthony Minshall
"	Mrs Sandra Morris
"	David Oldfield
"	Calvert Stonehouse

There were three members of the public present

Part I - Public Session

2713. APOLOGIES

Apologies were received from Cllrs Flynn and Mrs Geoghegan.

2714. PERSONALIA AND EVENTS

Personalia and Events as per the sheet circulated at the meeting and attached to the official copy of the minutes.

The Chairman updated Councillors with three further events for the Personalia list which were:

Four Ashes Meeting	12 th January [Cllr Stonehouse had compiled notes]
AED Unveiling	8 th February

The Chairman announced that earlier in the week Cllr Craddock had turned the grand old age of 80 and she presented him with a card, engraved tankard and birthday cake from Councillors and Staff.

2715. DECLARATIONS OF INTEREST

Cllrs Mrs Chambers, Mrs Ford, Mrs Hughes and Jones declared an interest in Item 20B – Grant Applications – Civic Society

Cllr Minshall declared an interest in Item 20f – Grant Applications – Monckton Recreation Centre.

2716. DISCLOSABLE PECUNIARY INTEREST (DPI)

Cllr Minshall had submitted a DPI request for Item 20f Grant Applications – Monckton Recreation Centre.

2717. WORLD WAR I COMMEMORATION

The Chairman asked Councillors if they agreed the above item be bought forward on the Agenda as two members of the British Legion were in attendance at the meeting.

Councillors received a letter dated 30th January from the Honorary Chairman of the British Legion which invited Councillors to take part in the Parade and re-dedication of the War Memorial on Sunday 3rd August 2014. Mr Jones from the British Legion advised that the Parade would leave the Haling Dene at 1.40 pm for a service at the War Memorial and then in the Church at 2.00 pm, they would return to the Haling Dene for light refreshments followed by a Band Concert.

2718. PUBLIC PARTICIPATION

There were no members of the public who wished to speak.

2719. POLICE MATTERS

PCSO Andy Poxon attended the meeting and gave the monthly report.
The Chairman said that the quality of information supplied by the Police was superior to what had been received in previous years.
PCSO Poxon advised that in addition to his Surgeries Insp Knight would be holding a surgery at the Co-Operative Store on 1st March.

2720. MINUTES

Resolved that the Minutes of the meeting held on 9th January 2014 be confirmed and signed as a true and correct record.

Cllr Jones said at the previous meeting he had stated that he very rarely received information from the Twinning Association but he apologised for mis-leading Councillors as he had now found his correspondence which had been circulated to all Councillors.

2721. COMMITTEE MINUTES

Resolved that the following minutes were noted:

[a] Planning meeting of the 9th and 23rd January 2014

[b] Recreation and Amenities Committee meeting of 23rd January 2014

2722. WORKING GROUPS

Resolved that the following minutes were received:

[a] Transport meeting of the 14th November 2013 and 9th January 2014 and it was noted that the Group had now been renamed to the Parish Highways Liaison group.

Cllr Eastwood advised Councillors that a copy of the twice yearly SCC Highway Maintenance Sheet had been placed on the table for information and he asked if there were any problems within the Village to advise the DPA who could report these direct to SCC Highways.

[b] 'Let's Celebrate Penkridge' meeting of 21st January 2014.

2723. OUTSIDE GROUPS WITH PC REPRESENTATION

Resolved that the following minutes were received

[a] PNN meeting of the 2nd December 2013.

[b] Twinning Association meeting of the 7th January 2014.

The Chairman advised that Cllr Jones had distributed a copy of his notes from the Twinning Meeting of 30th January 2014. She added that the Council Chair and their partner had been invited to attend the Ablon welcome soiree on 7th June at the Haling Dene Centre.

2724. ACCOUNTS

Resolved that:

[a] The accounts for payment for the month of January 2014 be approved

[b] The expenditure summary print outs for January 2014 be approved.

2725. STAFFING AND STAFF HOUSE

[a] The Chairman gave a verbal update on the appointment of the two posts for each of the Caretaker/Handyman and the Village Orderly.

She said that there had been 39 applicants for the Caretaker/Handyman post with seven shortlisted and 21 applicants for the Village Orderly and five shortlisted. Both posts had been appointed with reserves for each and the PA was currently obtaining references. Once the references had been received Councillors would be emailed with details of each new employee.

Resolved that the PA to email Councillors with each new employee's name and dates of commencement once references had been received.

[b] The Chairman advised Councillors that the staff house was a valuable asset and they needed to explore all options and make a wise decision. She thought this should be a stand alone item where Councillors could discuss options in greater detail. She proposed that they had a meeting prior to the Planning meeting on 13th March to discuss this item.

Resolved that:

[i] A separate meeting be held to discuss the above on 13th March at 6.30 pm.

[ii] Councillors who had questions which required an independent answer should put these to the PA before the meeting in order that the answers could be sought.

2726. PARISH NEWS
The Chairman asked that this item be deferred and placed on the March Full Council Agenda.
Resolved that this item be placed on the March Agenda.
2727. WEBSITE UPDATE
Consideration was given to the contents of the document 'Recommendations From the Website Working Group'.
A proposal was put forward and seconded that the recommendations be accepted.
Resolved that the recommendations from the Website Working Group be accepted.
2728. WEDDING FAYRE
Consideration was given to if the above event should proceed further to the withdrawal of the Wedding Fayre Organiser together with Cllr Mrs Morris' report on the above.
- Councillors discussed this item in detail and decided to go ahead with the event on the agreed date. Terms and Conditions should be drawn up for Mrs Jackson to take over the Organising of the event which should be placed on the next Haling Dene Agenda for approval. Cllrs Mrs Chambers, McPheat and Mrs Morris to liaise with the PA. Cllr Mrs Morris to give regular updates and achievements and a limit be set for the hours and monetary value for Mrs Jackson.
Resolved that:
- [i] The Terms and Conditions for Mrs Jackson's employment be approved at the next Haling Dene meeting.
 - [ii] Cllrs Mrs Chambers, McPheat and Mrs Morris to liaise with the PA
 - [iii] Cllr Mrs Morris to give regular updates
 - [iv] A limit be set for the hours and monetary value for Mrs Jackson to spend on organising the event.
2729. STAFFORDSHIRE COUNTY COUNCIL
A letter was received dated 10th January 2014 from the SCC Spatial Information Manager who advised that a definitive map and statement for South Staffordshire would be available to view from 31st January 2014.
2730. SOUTH STAFFORDSHIRE COUNCIL
An email was received dated 20th January 2014 from the SSC Strategic Development Manager who requested comments on the draft Housing and Homelessness Strategy for South Staffordshire no later than 21st February 2014.
Resolved that Councillors are to submit their comments direct.
2731. BURIAL GROUND
Quotations were received and considered to have additional trees along pathways and new flower beds in the scattering section.
A proposal was put forward and seconded that this item be included on the next Recreation and Amenities Agenda for consideration.
Councillors also agreed that the Laurel hedge along the boundary at Pinfold Lane be removed from the Plan.
Resolved that:
- [i] This item be included on the next Recreation and Amenities Agenda for consideration.
 - [ii] The Laurel hedge along the boundary at Pinfold Lane be removed from the Plan.
2732. GRANTS AND DONATIONS
Councillors had a discussion on the process of awarding Grants and if they were abiding strictly by their own Guidelines.
It was agreed that the process should be reviewed and a proposal was put forward and seconded that they set up a Working Group to filter all application requests and any further information required before making recommendations to Full Council. The Group is to consider guidance and establish a clear Policy.
The Group to consist of the Chair, Vice **Chair** and all interested Councillors.
The Working Group to meet on 20th March at 7.00 pm and their recommendations be brought back to the March Full Council meeting.

2732. GRANTS AND DONATIONS [Cont'd]

Resolved that:

- [i] A Working Group be set up to filter all Grant application requests and any additional information be obtained before making recommendations to Full Council. The Group to consider guidance and establish a clear Policy.
- [ii] The Group to consist of the Chair, Vice Chair and all interested Councillors
- [iii] The Working Group to meet on 20th March at 7.00 pm and their recommendations be brought back to the March Full Council meeting.

2733. SUBSCRIPTIONS

Resolved that the Subscription be renewed to the Staffordshire Playing Fields Association at a cost of £15.

2734. PENCRIC

An update was received dated February 2014 from Care Plus on the progress of the above development.

Clr Mrs Hughes was to arrange two dates when Councillors could visit the Show-Flat.

Resolved that Clr Mrs Hughes arrange two dates for Councillors to visit the Pencric Show-Flat.

2735. DATE AND TIME OF NEXT MEETING

Thursday 13th March 2014 at 7.30 pm.

2736. STANDING ORDER NO 64

Resolved

Local Government Act 1972 - Exclusion of Press and Public - to resolve that the Press and Public be excluded from the meeting during consideration of the following items of business on the grounds that they are likely to involve the disclosure of exempt information as defined in the appropriate paragraph(s) Section 1 [2] Public Bodies/Admission to meetings Act 1960.

The meeting closed at 9.25 pm

Chairman: _____

Date: _____